



2015 Free Vendor Workshops

111 N.W. 1st Street, Miami, Florida - Stephen P. Clark Center

18th Floor, Conference Room 18-3 10:00 a.m.—12:00 noon Contact us to register (305) 375-5773

How to Prepare an Invitation to Bid (ITB)

2015 ITB

Workshop Dates:

- February 10
- May 12
- August 11
- November 10

How to enroll and register as a vendor. What is the difference?

eProcurement: On-line services to access and download free solicitations

What does the County purchase?

What is a Bid announcement? Steps in the bidding process

Governing Legislation pertaining to procurement:

- Living Wage
- Local Preference
- Cone of Silence
- User Access Program (UAP)

How are bids evaluated by the County?

What happens after a contract is awarded? Various types of award methods

Performance Bonds/Bid Bonds/Insurance Requirements

The four major sections of a bid and important bid requirements

What is the difference between a “responsive” and “responsible” bidder?

How to become certified as part of the County’s Certification Programs

How to Prepare an RFP/RFQ Proposal

2015 RFP/RFQ

Workshop Dates

- February 17
- May 19
- August 18
- November 17

How to enroll and register as a vendor. What is the difference?

eProcurement: On-line services to access and download free solicitations

What does the County purchase via an RFP or RFQ?

Governing Legislation pertaining to procurement:

- Living Wage
- Local Preference
- Cone of Silence
- User Access Program (UAP)

What are the six major sections to an RFP or an RFQ?

What happens after an RFP is awarded?

How to qualify as a “responsive” and/or “responsible proposer”

How to become certified as part of the County’s Certification Programs

What are the steps in the proposal process from preparation to award? How are proposals evaluated by the County?

How to Prepare an Architectural & Engineering (A & E) Proposal

2015 A&E

Workshop Dates

- Feb. 24
- May 26
- Aug. 25
- Nov. 24

Process for obtaining Technical Certification and Prequalification

How to enroll and register as a vendor. What is the difference?

eProcurement: On-line services to access and download free solicitations

How does the Equitable Distribution Program (EDP) work?

How to properly respond to a Notice to Professional Consultant

Two-tier A&E solicitation and evaluation processes

Governing Legislation pertaining to procurement:

- Local Preference
- Cone of Silence